



UNITED STATES MARINE CORPS
2D LOW ALTITUDE AIR DEFENSE BATTALION
MARINE AIR CONTROL GROUP 28, 2D MARINE AIRCRAFT WING
POSTAL SERVICE BOX 8074
CHERRY POINT, NORTH CAROLINA 28533-8074

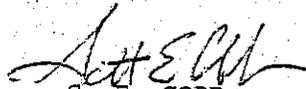
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POLICY LETTER 5-12

From: Commanding Officer, 2d Low Altitude Air Defense Battalion
To: All Hands

Subj: COMMANDING OFFICER'S POLICY ON FAMILY READINESS

1. One of the most important resources to the success of this Battalion and to our Corps is the contributions of the individual Marine. Over time, the ability to sustain these contributions comes from the unwavering support we receive from those we care about the most—our families.
2. Consequently, the family's ability to support us is directly dependent upon how prepared they are to deal with the rigors of military life. As the Commanding Officer, I am committed to ensuring our families are provided the tools they need to maintain their readiness. To accomplish this, I will ensure 2d LAAD Bn has a viable unit, personal and family readiness program that provides support to both the Marine and his or her family. Additionally, all Marines who have a spouse and/or children will maintain an accurate and current Family Care Plan.
3. The Battalion's Family Readiness Officer (FRO), Ms. Sonja Hoffman, will manage the Family Readiness Program. I expect her to maintain the highest levels of training, and to be thoroughly familiar with all family readiness orders, regulations and services available in order to provide you and your family member the support you need when you need it. It is important to note that family members who are in need of assistance will be treated with respectfully and professionally at all times.
4. My FRO will serve as the primary link between members of this command and the services available to them. More importantly, the FRO will serve as the primary communication link between myself and the families of 2d LAAD Bn.
5. To accomplish her duties, the FRO is assisted by the Family Readiness Assistant, volunteers and other members of the Family Readiness Team. They have my unwavering support in all of their endeavors.
6. Remember, the 2d LAAD Bn Family Readiness Team is not a substitute or a mechanism to circumvent the chain of command. While the FRO will ensure that problems are identified to the chain of command when necessary, it is imperative that my subordinate leadership remain actively engaged in all family readiness issues, and that Marines utilize their chain of command properly for assistance.
7. For further assistance in all Family Readiness matters, please contact Sonja at 252-466-5405 or email at sonja.hoffman@usmc.mil.


S. E. COEB

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